



Utah Counties Insurance Pool

BOARD OF TRUSTEES MEETING

Thursday, March 26, 2009, 10:00 a.m.
UCIP Offices, 10980 S. Jordan Gateway, South Jordan, UT

AGENDA

10:00	Call to Order and Welcome Attendees	Kay Blackwell
-------	-------------------------------------	---------------

ITEM	ACTION	
------	--------	--

1	Excuse Board Members Absent	Kay Blackwell
---	-----------------------------	---------------

2	Approval of February 19 Meeting Minutes	Steve Wall
---	---	------------

3	Review/Approve Exclusive Agreement Between UCIP and the Utah Association of Counties	Kay Blackwell
---	--	---------------

4	Review/Approve Disaster Recovery Plan	Mark Brady
---	---------------------------------------	------------

5	Review/Approve 2009 Premium Credit Programs	Johnnie Miller
---	---	----------------

6	Review/Approve Premium Audit Recommendation	Johnnie Miller
---	---	----------------

7	Review/Approve Safety Council Membership	Johnnie Miller
---	--	----------------

8	Review/Approve Personnel Hotline	Johnnie Miller
---	----------------------------------	----------------

9	Lobbying and Legislative Tracking Update	Johnnie Miller
---	--	----------------

10	Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual	Kay Blackwell
----	--	---------------

11	Action on Personnel Matters	Kay Blackwell
----	-----------------------------	---------------

12	Ratification and Approval of Payments and Credit Card Transactions	Steve Wall
----	--	------------

INFORMATION

13	Chief Executive Officer's Report	Johnnie Miller
----	----------------------------------	----------------

14	Other Business	Kay Blackwell
----	----------------	---------------

Lunch Provided

Public Meeting Notice Admin

This notice is not yet published. If you're satisfied with the presentation of this notice, close this window and click "Publish" or "Publish & Create New."

Public Meeting Notice Details Preview

Utah Counties Insurance Pool

Board of Trustees

Subject:	Insurance	
Meeting Title:	Board of Trustees	
Meeting Date & Time:	March 26, 2009 10:00 AM - 1:00 PM	
Description/Agenda:	<p>Call to Order and Welcome Attendees</p> <p>Excuse Board Members Absent</p> <p>Approval of February 19 Meeting Minutes</p> <p>Review/Approve Exclusive Agreement Between UCIP and the Utah Association of Counties</p> <p>Review/Approve Disaster Recovery Plan</p> <p>Review/Approve 2009 Premium Credit Programs</p> <p>Review/Approve Premium Audit Recommendation</p> <p>Review/Approve Safety Council Membership</p> <p>Review/Approve Personnel Hotline</p> <p>Lobbying and Legislative Tracking Update</p> <p>Set Date and Time for Closed Meeting</p> <p>to Discuss Character, Professional Competence, Physical/Mental Health of an Individual</p> <p>Action on Personnel Matters</p> <p>Ratification and Approval of Payments and Credit Card Transactions</p> <p>Chief Executive Officer's Report</p> <p>Other Business</p> <p>Lunch Provided</p> <p>In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sonya White at the Utah Counties Insurance Pool, PO Box 760, Midvale, UT 84047, or call 800-339-4070, at least three days prior to the meeting.</p>	
Notice of Special Accommodations:		<p>Meeting</p> <p>1098</p> <p>Gate</p> <p>South</p> <p>8409</p> <p>Map</p> <p>Contact</p> <p>Sony</p> <p>801-4</p> <p>sonya</p>
Notice of Electronic or telephone participation:	Any Member of the Utah Counties Insurance Pool Board of Trustees may participate telephonically.	
Other information:		
Attachments:	Agenda.pdf	



Utah Counties Insurance Pool
Supporting Your Goals Since 1992

BOARD OF TRUSTEES MEETING

MINUTES

March 26, 2009, 10:00 a.m.
UCIP Office, 10980 Jordan Gateway, South Jordan, UT

BOARD MEMBERS PRESENT

Kay Blackwell, *President*, Piute County Commissioner
Ken Bischoff, *Vice President*, Weber County Commissioner
Steve Wall, *Secretary-Treasurer*, Sevier County Clerk-Auditor
Bruce Adams, San Juan County Commissioner
Brad Dee, Weber County Human Resources Director
Jerry Hess, Davis County Deputy Attorney
Jerry Hurst, Tooele County Commissioner
Kent Sundberg, Utah County Deputy Attorney
Steve White, Utah County Commissioner

BOARD MEMBERS ABSENT

Jim Eardley, Washington County Commissioner
LaMar Guymon, Emery County Sheriff
Karla Johnson, Kane County Clerk-Auditor
Wayne Smith, Iron County Commissioner

OTHERS PRESENT

Johnnie Miller, UCIP Chief Executive Officer
Mark Brady, UCIP Loss Control Manager
Sonya White, UCIP Manager of Administration

Call to Order

Kay Blackwell called this meeting of the Utah Counties Insurance Pool Board of Trustees to order at 10:00 a.m. on March 26, 2009 and welcomed those in attendance.

Review/Excuse Board Members Absent

Karla Johnson requested to be excused from this meeting due to an illness. Jim Eardley, LaMar Guymon and Wayne Smith requested to be excused from this meeting due to conflicting meetings. Steve White made a motion to excuse Jim Eardley, LaMar Guymon, Karla Johnson and Wayne Smith from this meeting. Steve Wall seconded the motion, which passed unanimously.

Approval of February 19 Meeting Minutes

The minutes of the Board of Trustees meeting held February 19, 2009 were previously sent to the Board Members for review. Steve Wall made a motion to approve the February meeting minutes as written. Jerry Hurst seconded the motion, which passed unanimously.

Approve Exclusive Agreement Between UCIP and the Utah Association of Counties (UAC)

Johnnie Miller reported that because of the Utah Association of Counties (UAC) tax status, UAC is now requesting a royalty agreement instead of an exclusive (service) agreement in the amount of \$10,000. This fee would include exclusivity but would be in addition to sponsorship of UAC events. The agreement would not include presentation opportunities for UCIP at UAC events but UCIP would not be prohibited from making risk management presentations. UAC also wants to continue to organize the annual golf tournament. Debra Ames, UAC President, has asked Johnnie to draft a royalty agreement based on these requests. Steve Wall made a motion authorizing Johnnie Miller to draft a royalty agreement between UCIP and UAC based on the terms discussed. Steve White seconded the motion, which passed unanimously.

Review/Approve Disaster Recovery Plan

Mark Brady provided the Board with a draft Disaster Recovery Plan and Emergency Response Checklist for the Utah Counties Insurance Pool (see attachments number one and two). Mark reviewed these documents with the Board. Ken Bischoff made a motion to approve the Disaster Recovery Plan and Emergency Response Checklist as written. Steve White seconded the motion, which passed unanimously.

Review/Approve 2009 Premium Credit Programs

Johnnie Miller explained that in January Mark Brady reviewed the proposed new premium credit format with the Board. A Subjective Credits Worksheet and Experience Rating Worksheet were reviewed by the Board (see attachments number three and four). Credits would be applied during the underwriting process and would include: 1) Written policies and procedures meeting best practices standards; 2) County training on policies and procedures; and 3) Attendance at UCIP training sessions. Credits would be weighted by experience. A sample of how the experience rating will be calculated was presented to the Board. This new experience based credit format will be more work for UCIP staff but will still provide a risk management and loss control incentive to members. Brad Dee made a motion to approve the new premium credit program. Kent Sundberg seconded the motion, which passed unanimously. The new program will be presented to the members at the April Insurance Coordinator Workshop.

Review/Approve Premium Audit Recommendation

Johnnie Miller reported that all counties and health departments responded to the final payroll audit for 2008 except for Millard County. Overall, payrolls increased \$42,502,986 or 21.8% over estimates provided to the Pool in August 2007. This results in an increase in premium of \$403,131. Johnnie recommended that members that paid at or above the base rate and had less payroll than estimated would receive a return of premium based on the base rate and members that paid a rate below the base rate would pay additional premium based on the actual rate charged (see attachment number five). This is the first time since the inception of the Workers' Compensation Pool that a payroll audit has been conducted. Staff will increase training efforts so that members know what to include and what not to include in payroll reporting. When audits are conducted payroll estimates become more accurate. Member contributions for the 2009 coverage period were based on actuarial rates so adjustments for the 2009 audit will not be an issue. Jerry Hess made a motion to approve the premium audit pursuant to staff's recommendations so that member counties that experienced an increase in payroll will be invoiced an additional premium and member counties that experience a reduction in payroll will receive a refund. Also included in the motion was authorization for Jonnie Miller to negotiate a reasonable sum owed by Utah County, which has withdrawn from the Workers' Compensation Program. Ken Bischoff seconded the motion, which passed unanimously.

Review/Approve Safety Council Membership

In an effort to reduce loss, Johnnie Miller has negotiated with the Utah Safety Council (USC) a reduced price for membership (newsletters, video library access, training discounts and safety products discounts). The annual fee for all members is \$5,500; individual county membership is \$300 (see attachment number six). The assistance provided by the USC will be beneficial until the monies are available to hire a safety specialist. Bruce Adams made a motion to approve the reduced Utah Safety Council membership of \$5,500 for all member counties. Steve White seconded the motion, which passed unanimously.

Review/Approve Personnel Hotline

Johnnie Miller reported that the law firm of Strong and Hanni has agreed to provide phone assistance for members to call in with questions relating to personnel matters. This service will be similar to the Land Use Hotline. There will be no charge to the member for phone assistance. Members would engage Strong and Hanni if additional work is needed. Kent Sundberg made a motion to approve the new UCIP Personnel Hotline through Strong and Hanni. Steve Wall seconded the motion, which passed unanimously.

Lobbying and Legislative Tracking Update

Johnnie Miller reported that the League of Cities and Towns oversees the lobbying efforts performed by Jodi Burnett on behalf of ULGT, URMMA and UCIP. There is no contract, UCIP has not been invited to any meetings or provided with any reports as to the efforts made on behalf of Pool members. Steve White made a motion to pay the current 2009 invoice but no further payments will be made until a written agreement is executed that assures UCIP's attendance at all meetings and that legislative efforts are in agreement with the Utah Association of Counties. Steve Wall seconded the motion, which passed unanimously.

Set Date and Time for Closed Meeting

Steve White made a motion to strike agenda item: Set the date and time for a closed meeting to discuss the character, professional competence, physical/mental health of an individual. Ken Bischoff seconded the motion, which passed unanimously.

Action on Personnel Matters

Steve White made a motion to strike agenda item: Action on Personnel Matters. Ken Bischoff seconded the motion, which passed unanimously.

Ratification and Approval of Payments and Credit Card Transactions

Steve Wall reviewed the payments made, payments to be made (see attachment number seven) and credit card transactions with the Board. Steve Wall made a motion to approve the payments made, payments to be made and credit card transactions. Jerry Hurst seconded the motion, which passed unanimously.

Chief Executive Officer's Report

Johnnie Miller explained that UCIP is a small employer and is not required to follow Federal COBRA laws. Utah laws allow for mini-COBRA for medical but not dental. PEHP administers a mini-COBRA medical plan for terminating UCIP employees.

Larsen & Rosenberger conducted their annual audit at the UCIP offices last week; staff expects a good report.

Caldwell Banker has an interested buyer for the UCIP Property in Sandy. Johnnie will keep the Board posted on any activity.

Initial indications for the 2010 policy year, from County Reinsurance Limited (CRL), are that property and liability rates will be stable and workers' compensation rates will increase. Johnnie will recommend to the CRL Board, at its next meeting, to look at markets other than AIG, as their excess property provider.

The rating process for UCIP members will be moved to June instead of August so that premium contributions can be provided timely. The actuary reports will be completed and Lisa Dennison will meet with the Board in May or June to review the rates.

Other Business

The next meeting of the Board of Trustees is scheduled for April 14, 2009 in Sevier County.

Approved on this 14th day of April 2009
Steve C Wall
Steve Wall, UCIP Secretary-Treasurer

DISASTER RECOVERY PLAN FOR UTAH COUNTIES INSURANCE POOL

Last Updated (23 March 2009)

I. PURPOSE:

The Disaster Recovery Plan is a comprehensive statement of actions to be taken before, during, and after a disaster in order to:

- Ensure the safety of employees employed by UCIP.
- Protect assets belonging to UCIP.
- Protect Member information.
- Reduce legal liability to UCIP
- Minimize potential economic loss to UCIP.
- Provide an orderly & timely process for recovering critical operations that is in compliance with Federal, State, & FCA guidelines.
- Continue to provide quality claims management and risk management services to Members with as little disruption as possible.

II. OBJECTIVE:

This Disaster Recovery Plan is intended to provide guidance to Management, Staff, and consultants who will likely be involved in various phases of the recovery process. The Disaster Recovery Plan is divided into several phases. Each phase is targeted towards a specific set of tasks and, as much as possible, written to address the requirements of end users as well as technical consultants. The primary focus of the Disaster Recovery Plan and its associated documentation is to provide the information necessary to prepare for, respond to, and recover from emergencies of various types and magnitudes. In addition to providing the basis for recovering from a disaster, the Disaster Recovery Plan is also intended to minimize the potential impact of a disaster by providing reasonable and prudent measures to help guard against loss as well as define an orderly, timely process for returning to a “business as usual” condition. Following proper disaster recovery procedures will minimize impact to:

- Members
- Staff
- Assets
- Equipment

Education of management and staff members is crucial to the success of the Disaster Recovery Plan. In an effort to accomplish the education objective and to help assure the success of the Disaster Recovery Plan, the Disaster Recovery Coordinator (DRC) will be required to review appropriate portions of the Disaster Recovery Plan on an annual basis. The DRC will lead in the event the Plan needs to be activated. The Disaster Recovery Plan in its entirety will be reviewed at least annually or more frequently as updates are deemed necessary. Copies of the Disaster Recovery Plan will be available for all UCIP staff members to review. Copies of the document will be placed in the following locations:

- Hard Copy at the desk of the Loss Control Manager
- Hard Copy in the custody of UCIP Board of Trustees' President
- Hard Copy at the personal residences of the following individuals
 - CEO
 - Loss Control Manager
 - Chief Financial Officer
- Electronic Copy on UCIP Server
- Electronic copies are also located on the laptop computers assigned to the following personnel:
 - CEO
 - Loss Control Manager
 - CFO
 - IT Consultant

III. GENERAL PROCEDURES:

The term disaster has many meanings, depending upon the individual, the situation and the prevailing business environment. Creation of realistic scenarios to provide complete disaster recovery testing for all possible situations is simply not feasible. The UCIP Disaster Recovery Plan contains the information that would be required to reconstruct and implement any of the mission critical services.

UCIP's business environment is heavily dependant upon communications, networking and other computer related technologies. UCIP's ability to maintain communications of some type between

staff, Members, and certain key vendors / service providers is absolutely necessary to daily business activities. .

UCIP's communications requirements consist of telephone, fax, data transmissions, e-mail, and internet access. UCIP's claim management data is computed and retrieved from a remote location through Claim Zone, at Mountain View Software, which has it's own Disaster Plan and redundant systems. UCIP's Website and access and Member renewal data is stored at a remote server with its own back-up and redundancy. UCIP's administrative and financial documents as well as loss control data are stored on site at UCIP offices and are backed up daily on a redundant local system and which are backed up weekly by the CFO. Who stores a back up drive at a remote location. At the present time, Claim Zone and Member data is accessible via the internet by UCIP Staff and Members.

The Level 1 Disaster Recovery Plan contains detailed step by step procedures that will help UCIP staff members to establish at least rudimentary communication channels between all other UCIP staff. The Level 1 Disaster Recovery Plan also includes basic instructions related to re-installation and / or reconfiguration of all software, both proprietary and commercial, that is required by UCIP to perform daily business activities.

Note: The Level 1 Disaster Recovery Plan is intended for use by any UCIP staff member. Obviously, for security reasons, information related to certain administrative, accounting and IS functions is NOT included in the Level 1 document. Such items will be included in the Level 2 Disaster Recovery Plan document, which will be accessible ONLY to Executive Management, IS Staff, select Technical Contractors as deemed applicable.

Included within this document are the approved assignments of responsibility and well as conditions addressing delegation of those responsibilities. Information pertaining to the location of critical data, contact listings, and procedures to be followed, the approved chain of command and list of authorities are included within this document.

IV. OFFICE LOCATION OF UCIP:

UCIP . offices are located at 10980 South Jordan Gateway, South Jordan, UT 84095. 801.565.8500, or toll free: 800.339.4070.

V. POTENTIAL EMERGENCIES / DISASTERS:

Potential situations that may require the implementation of the Disaster Recovery Plan:

Computer Equip. Failure	Computer Viruses	Fire
Earthquake	Flood	Explosion
Terrorism	Riot	Termite
Utilities failure	Loss of Key Personnel	Theft

VI. EMERGENCY NOTIFICATION PROCEDURES:

A. REPORTING TO AUTHORITIES:

The first person notified of, or discovering a potential emergency situation will assess the situation according to the following guidelines:

If the problem has not already been reported to the proper authorities, report it immediately. If there is any question whether or not the situation has been reported to the proper authorities, report it. Contact appropriate police, fire, ambulance, utility and other emergency agencies as needed. Be prepared to provide your name, business name and address, land line phone number and cell number, where you can be reached, a description of the emergency, known or suspected damages and injuries.

After reporting the problem to authorities, immediately notify one or more of the Key Personnel listed below. Make a Note of the time and outcome of all contacts. The first Key Person notified will become the "Temporary Manager in Charge." The "Temporary Manager in Charge" designation will remain in effect until such time as ALL Key Personnel have been contacted and the first of the emergency staff meetings has been called to order, or until the Temporary Manager in Charge is relieved of his / her duties and those duties officially assumed by the CEO, CFO or designee.

B. KEY PERSONNEL CONTACTS:

Title	Name	Home Phone	Cell Phone	Office Phone
CEO	Johnnie Miller <i>(DRT)</i>	801.432.7447	801.718.7107	801.307.2114
CFO	Sonya White <i>(DRT)</i>	801.558.8060	801.	801.307.2113
LCM	Mark Brady <i>(DRT)</i>	801.796.2122	801.372.6061	801.307.2122
MCM	Korby Siggard <i>(DRT)</i>	801.571.8914	801.541.6389	801.307.2116
WCCM	Susan Gonce <i>(DRT)</i>	801.906.0594	801.	801.307.2118
IS	Gary Hurst <i>(DRT)</i>	801.	801.243.8588	801.859.8267
MSS	Shaney Kelleher	801.616.3442	801	801.307.2112
CS	Lisa Brown	801.688.4558	801.688.4588	801.307.2117

C. BOARD OF TRUSTEES CONTACT LISTINGS:

See Exhibit A.

D. CONTACT LIST UPDATE FREQUENCY:

Exhibit ID	Contents	Update Frequency	Update Published
Exhibit A:	UCIP Board	As Changes Occur	At Least Annually

E. EMERGENCY CONTACTS:

Emergency Contacts for Administrative Offices:

Fire Department	Emergency 911	South Jordan (801) 254-0948
Police Department	Emergency 911	South Jordan (801) 254-4708
Highway Patrol	Emergency 911	(801) 965-4505
Ambulance Rescue	Emergency 911	
Tritel	(801)265-9292	
Utah Power	(801) 220-2000	
South Jordan City Power	(801)254-3742	
South Jordan City Water	(801) 254-3742	
SLC Flood Control	(801) 562-6400	
American Red Cross	(801) 467-7339	
Alta View Hospital	(801) 572-2600	

F. Selection of Disaster Recovery Office Sites:

Selection of specific locations from which to begin Disaster Recovery Operations will be handled by Management based upon the unique circumstances of the situation. The designated Disaster Recovery Office site may be the existing UCIP office or it may be temporary office space. Disaster Recovery Office Sites will be selected based upon the following criterion:

- Available facilities
- Proximity to the damaged office(s)

- Specific requirements depending upon the nature of the disaster

Assuming a substantial interruption of services or physical damage to the office facilities in the Administrative office, various department functions could be re-assigned as necessary. Administering operations from a single location is not an absolute requirement but should be considered a priority.

G. DAMAGE TO THE ADMINISTRATIVE OFFICE:

In a scenario in which the Administrative office suffers damage sufficient to cause interruption to the Server, communications between the office and Members may become inoperable. Communications between these sites will remain limited until such time as the services have been restored, or the damaged equipment replaced. In such cases, essential communication with members will be made via the internet and cell phone.

When sufficient information becomes available for Senior Management to project the "Anticipated down Time" the appropriate combinations of contingency plans will be activated.

H. ESSENTIAL RECOVERY PERSONNEL:

In the event disaster strikes, UCIP's Disaster Recovery Team will determine the best course of action. Management or the delegates of Management will perform the following procedures:

- Contact those staff members who are deemed to be "essential recovery personnel" and assign them to the proper office(s) and task(s).
- Contact 3rd party companies having expertise in recovering from or cleaning up after specific types of problems. Utah Disaster Clean-Up phone is an example of one of these specialty vendors.
- Direct the applicable personnel to assemble at the selected backup facility and immediately begin setting up operational infrastructure.
- Establish facilities and procure the necessary supplies required for restoration of CRITICAL services.
- Restoration of all services should be based upon most CRITICAL SYSTEMS first.

I. CONTACTING DIRECTORS:

UCIP's Management or a delegate of the Management team will be responsible for contacting members of the Board of Directors. The Board of Directors will be advised of the situation and actions being taken to correct the problem.

J. CONTACTING OTHER PERSONNEL:

UCIP's Management or a delegate of the Management team will be responsible for contacting the remaining staff members and providing instructions related to their assignments.

- Assuming the recovery plan progresses, any staff members not needed to provide essential services, should be contacted and instructed when and where to report for work.
- Staff members who have not been re-assigned should be contacted and given temporary leave or further instructions.

K. REINSURER NOTIFICATION:

In the event that damage is estimated by UCIP Management to exceed the retention limits, notification of our reinsurance provider is critical. Give the provider a best guess estimate of the damages.

- Information provided to the reinsurance company should be limited to physical damage of facilities and equipment.
- *Cost estimates should NOT be included.*
- Verify with the reinsurance provider, the coverage(s) involved, prior to making decisions on replacement equipment and services.
- Decisions related to replacement must be pre-approved by Management and / or Board of Trustees.

Notify CRL, our reinsurance provider:

**Phil Bell, Executive Director
County Reinsurance Limited
P.O. Box 306
Montpelier VT 05601
Phone: (336)766-3930
FAX: (33)766-4675**

L. TELEPHONE & COMMUNICATIONS SYSTEMS:

Contact should be made with the proper companies in order to forward all our telephone calls to the back up facility and repair of equipment.

Vendor Name	Location	Contact	Telephone Number	Product / Service
Qwest	Salt Lake City, Utah	David Cook.	801-571-1043	Phone / Long Distance
Tritel	Salt Lake City,		801-265-9292	Phone / Long Distance

M. COURIER/MAIL SERVICES:

Contact should be made with the U.S. Postal Service and other express mail vendors to cease delivery to the UCIP office locations and route mail and deliveries to the appropriate recovery facility or arrange for daily pick-ups.

U.S. Postal Service	10102 South Redwood Road, South Jordan, Utah 84095	801-446-6406	Nellie Kerekes
Federal Express	P.O. Box 1140 Memphis, TN 38101-1140	800-463-3339	
UPS Utah District	204D Parkway Blvd. Salt Lake City, Utah 84119	801-973-3400	

N. MEDIA INQUIRIES:

The CEO or Temporary Manager in charge should be the ONLY person to respond to media inquiries. UCIP's processes encourage that no statements should be made until recovery actions are completed and the backup facility fully operational.

O. MEMBER NOTIFICATION:

The decision to advise Members of the emergency / disaster situation will be made by a member of senior management. If necessary, notification will be made by telephone or postal service to all Members affected by the emergency/disaster situation.

VII. DISASTER RECOVERY PROCEDURES:

A. PLAN IMPLEMENTATION:

Disaster Recovery procedures may be required even in situations in which physical damage to facilities or equipment does not occur. Disaster Recovery procedures may be required to resolve situations that result in interruption of normal daily business activities due to failure(s) of one or more 3rd party service / materials supplier. Such situations will be addressed on an individual, case by case basis.

Members of the Management team will review the most current information available as it relates to the anticipated “down time” for critical services providers and suppliers. Available information related to anticipated “down time” will be combined with the priority ranking of necessary services and supplies in order to determine which of the three available contingency plans should be implemented for each service / product on an as needed basis.

B. DISASTER RECOVERY FACILITY REQUIREMENTS:

UCIP personnel have the capability of establishing communications via the internet. Because all claims operations are internet based, claims management services can be provided from virtually any location. Down time for administrative services and loss control will be limited to the required movement of operations to a hot site as that eventuality becomes necessary.

The Level 1 Disaster Recovery Plan contains a complete listing of the hardware and software required to provide the necessary functionality. The Level 1 Disaster Recovery Plan is written to address the abilities of staff members having mediocre computer skills. It is intended to provide a method for employees to facilitate daily business procedures without having to rely on the IS staff for assistance.

The Level 2 Disaster Recovery document contains a complete listing of all hardware and software required to completely reconstruct the UCIP operating environment. The Level 2 Disaster Recovery document will only be useful to personnel with technical expertise. The Level 2 Disaster Recovery document contains a complete listing of hardware inventory, software inventory, user level and may contain sensitive, proprietary data. Consequently, the *Level 2 Disaster Recovery Plan document, which will be accessible ONLY to Executive Management, and IS Staff.*

VIII. OTHER CONSIDERATIONS:

In the event of category III disaster at the administrative office.

A. PAYROLL RECORDS:

Payroll records are maintained locally and are backed up pursuant to the protocols given above.

B. FISCAL RECORDS--CHECKS, RECEIPTS, ETC.:

Checks and negotiable items located in the UCIP office should be secured immediately.

C. VITAL RECORDS

Vital UCIP records, board minutes, resolutions, etc. are maintained in the administrative office. If necessary, these records should be transferred to the selected HOT SITE as soon as possible.

D. COMPUTER DOCUMENTS AND ELECTRONIC FILES:

UCIP has implemented a backup protocol that has sufficient capabilities to backup virtually ALL important data files on a weekly basis. Backup is made to a portable hard drive which is rotated by the CFO on a weekly basis and is stored at a remote location.

Nightly backup jobs are scheduled to run weekday evenings after normal work hours. The directories / folders that are included on the nightly backups contain virtually all data files that are deemed to be important or critical to normal business operations.

IX. WORK PERFORMED AT A TEMPORARY FACILITY:

All necessary documents produced while occupying a temporary facility will be retained until the administrative office is repaired and occupied. Copies of pertinent documents, produced at the recovery facilities will be applied to the applicable systems in the administrative office after the disaster scenario has passed and the Administrative office is again available for normal use. Pertinent transactions will be verified and necessary corrections made after the emergency/disaster has passed and conditions return to normal.

X. RETURNING TO ADMINISTRATIVE OFFICE AFTER THE EVENT:

The CEO or Temporary Manager in charge should arrange a meeting of key management personnel to evaluate the situation and plan an itinerary for transition back to the Administrative office. Prior to returning the daily operations and staff to the administrative office, the decision to do so must be formally communicated to all who were affected by the situation. This includes staff, vendors, Members, members of the Board of Trustees, etc.

Management will be responsible for establishing the time table and applicable staff assignments. Upon completion of the timetable, Management team members of their designee(s) will contact all affected parties and provide each with the information necessary in order to provide a smooth transition back to normal operating procedures.

XI. DISASTER RECOVERY TESTING AND REPORTING:

Due to the number of different, possible disaster scenarios, documenting and testing for each individual scenario would not be feasible. Additionally, the specific actions that would be required in a disaster scenario are dependant upon a number of variables including, but not limited to, site(s) involved, staff availability, vendor services, etc. Consequently, the UCIP Disaster Recovery Plan has been designed to address the issues related to preparedness in a tiered approach. Due to the fact that it is virtually impossible to predict all the ramifications that accompany a disaster such as which staff members are available to respond, the extent of damage to communications and civil infrastructure, etc. flexibility and adaptability of the plan will likely become key considerations. The UCIP Disaster Recovery Plan has been designed and written to provide general information as well as detail the delegation of authorities that will be both reasonable and prudent, in an emergency situation.

- Testing and reporting of the results of disaster recovery tests will be carried out on an annual basis. To minimize expense as well as limit the impact on staff members, a Disaster Recovery Team will be selected and charged with going to a pre-selected disaster recovery site and performing mission critical operations that must remain viable and functional, in case of emergency. The disaster recovery team (DRT) will represent a subset of UCIP staff. .

Utah Counties Insurance Pool

EMERGENCY RESPONSE CHECKLIST

General Provisions:

This document contains a series of sections each of which is designed to facilitate resumption of services, based upon the magnitude of the situation and the anticipated "down time." The Level 1: Disaster Recovery Document is designed to be used by any staff member for the purpose of restoring most of UCIP's daily business functions.

Mission Statement:

Minimize impact on daily business processes and services by creating or re-creating the business environment necessary to provide UCIP Members with acceptable levels of service, in a timely manner.

USE FOR INITIAL RESPONSE TO ALL DISASTERS

The steps set forth below are listed in a general priority sequence. However, it is likely that after considering action on some steps the **Temporary Manager in Charge*** will determine that some steps should be skipped or deferred. **However, actions that relate to personal safety are the highest priority and should not be passed over.**

***Based on availability, the following individuals should perform the duties of Temporary Manager in Charge in the order specified. Those identified with a "PM" next to their position are considered Primary Managers.**

- | | |
|-------------------------------|---------------------------------|
| 1- Chief Executive Officer-PM | 5- Workers Comp. Claims Manager |
| 2- Chief Financial Officer-PM | 6- Member Services Specialist |
| 3- Loss Control Manager-PM | 7- Claims Specialist |
| 4- Multiline Claims Manager | |

PERSONAL SAFETY

Are all employees safe and accounted for?

- ☐ Call 911 if there are any serious injuries, if employees are missing, or if employees are trapped in the building.
- ☐ Do not let any employees enter the building until it has been specifically determined that it is safe to do so. The retrieval or protection of UCIP assets or personal property of employees should not occur if there is any risk to employee safety.
- ☐ Contact emergency contact numbers for injured employees

SAFEGUARDING ASSETS

- ☐ If the building or UCIP assets are in danger of additional damage from an existing fire, flooding or similar events call 911.
- ☐ If a Primary Manager is not on site acting as the Temporary Manager in Charge, attempt to contact a Primary Manager before proceeding with the next steps. If none of the Primary Managers can be contacted, proceed through the remainder of this section.
- ☐ If the disaster is a result of theft, vandalism, or similar events, call the local police department before disturbing any potential evidence.
- ☐ If there is minimal danger of additional damage, but staff is not allowed to enter the premises, check with local fire and police department to determine if there will be a problem with locking the doors.
- ☐ If UCIP assets are in danger of additional damage, and they can be protected or removed without risk of personal injury, they should be removed/protected with the following priorities:
 1. Server CPU and associated hard drive(s) or backup drives
 2. CFO and CEO CPUs
 3. Claims Management Files
 4. Personnel Files
 5. Accounting Files
 6. Other files and documents
- ☐ If the building has damage so that it cannot be secured, determine if temporary repairs can be made to secure the building contents.
- ☐ If temporary repairs are not feasible, develop a security plan or contact a security agency to protect the premises until the building can be secured or the valuable contents removed.
- ☐ If a Primary Manager is not on site acting as the Temporary Manager in Charge, attempt to contact a Primary Manager. If none of the Primary Managers can be contacted, instruct employees to go home. Contact one of the employees listed in section VIII Key Personnel Contacts of the Disaster Recovery Plan Executive Summary & Implementation Strategy. Once contact has been made, transfer the Temporary Manager in Charge responsibility to that employee.

EVALUATE CIRCUMSTANCES

- ☐ **Temporary Emergency** - Determine if the disaster is likely to disrupt critical operations for more than one day. If *normal operations can be restored within 24 hours*, proceed to the Notification section of this checklist and then begin to take the steps necessary to restore operations.
- ☐ **Category 1 Disaster** - If the disaster is likely to disrupt critical operations for *2 – 4 business days*, proceed with Notifications, according to the notification section of this document. After the notification steps have been completed, begin the business restoration processes that are found in - *Category 1 Checklist*.
- ☐ **Category 2 Disaster** - If the disaster is likely to disrupt critical operations for *5 – 15 business days*, proceed with Notifications as set forth in this document. After the notification process has been completed, follow the steps outlined in the *Category 2 Checklist*.

- ☐ **Category 3 Disaster** - If the disaster is likely to disrupt critical operations for *more than 15 business days*, proceed with Notifications as set forth in this document. Once the notification process has been completed, follow the steps outlined in the *Category 3 Checklist*.

NOTIFICATION

- After all emergency needs have been resolved, and the seriousness of the situation has been evaluated, contact key individuals and entities that are involved in the operations of UCIP. A list of current contact names and phone numbers for individuals and agencies can be found in The UCIP Disaster Recovery Plan
- Depending on the nature and duration of the emergency, the priority contacts in order continue to provide service to Members will include the Insurance Coordinator for each Member. If communications are disrupted or limited by the emergency, the Insurance Coordinators will need to be instructed how and where to file claims during the term of the emergency.

CATEGORY 1 CHECKLIST

FOR USE WITH RECOVERY FROM 2 - 4 DAY DISASTERS

IMPORTANT: Before continuing with this checklist, assure that the following items on the Emergency Response Checklist have been accomplished.

- **PERSONAL SAFETY**
- **SAFEGUARDING ASSETS**
- **EVALUATE CIRCUMSTANCES**
- **NOTIFICATION**

TEMPORARY MEASURES to RESTORE OPERATIONS

Claims

- ☐ It is a major priority to maintain access to internet-based reporting and processing. Therefore, immediate measures to restore computer operations are indicated, including the purchase of new computer equipment to replace that which is lost.
- ☐ If the emergency involves the loss of internet-based reporting and processing, then the reporting shall be made directly to UCIP Staff and claims will be processed locally in both electronic format and hard copy for the duration of the emergency.
- ☐ Priority will be given to restore and facilitate communications between claims management and Insurance Coordinators. UCIP should arrange for cell service to Claims personnel as needed.

Administrative Functions

- ☐ Email continues to function through remote internet access to an offsite provider
- ☐ Mail Daily collect the deliveries and prioritize needed response on urgent items.
- ☐ Phone Service – If local land lines or long distance lines are not available, employees' cell phones will be used for communication.
- ☐ Access to the website is an essential feature of the services provided and should be prioritized to be restored as soon as is practicable
- ☐ CEO and CFO functions developed through computer accessibility should be restored as soon as is practicable. To that end, laptops have been made available to both positions. And business can proceed with the laptops even at remote sites until office space and equipment have been restored.

Loss Control

- ☐ LCM has laptop redundancy and cell phone access that may be used until office space and equipment has been restored

WORK TOWARD BUSINESS AS USUAL

The actions necessary for this step will depend entirely on the type of disaster experienced. With a Category 1 disaster, there should not be any major obstacles to restoring normal operations. The following are some things that may need to be considered depending on the type of disaster.

- ☐ If new computer equipment needs to be purchased, it should be ordered without undue delay. The UCIP Board of Trustees has delegated authority to the Temporary Manager in Charge to make capital purchases necessary to restore operations. With changes in technology, it is probable that the replacement equipment available for purchase will exceed the capabilities of the equipment being replaced. The Temporary Manager in Charge should use the following guidelines in determining which model to purchase:
 1. The operating capacity of the new equipment should not be less than the equipment being replaced
 2. Make sure that the new equipment is compatible with other equipment owned by the UCIP.
 3. Make sure that the new equipment has features that allow restoration of data from the most current type of backup tapes / devices.
 4. The UCIP philosophy in purchasing computer equipment is to try to balance capacity and price. The UCIP does not usually need to purchase cutting edge technology or the computers with the greatest capacity available. UCIP purchases are based upon a reasonable balance between cost and performance with the intent of the equipment lasting for four to five years.

CATEGORY 2 CHECKLIST

FOR USE WITH RECOVERY FROM 5 – 15 DAY DISASTERS

IMPORTANT: Before continuing with this checklist, assure that the following items on the Emergency Response Checklist have been accomplished.

- **PERSONAL SAFETY**
- **SAFEGUARDING ASSETS**
- **EVALUATE CIRCUMSTANCES**
- **NOTIFICATION**

TEMPORARY MEASURES to RESTORE OPERATIONS

IMPORTANT: The Category 1 Checklist sets forth the highest priority actions to restore critical operations. Those actions should be implemented before proceeding with the actions outlined below.

Obtain Replacement Equipment

If additional equipment needs to be purchased to implement the following actions, it should be ordered as soon as possible. See the purchasing guidelines set forth in the Category 1 instructions.

WORK TOWARD BUSINESS AS USUAL

The considerations and guidelines will not be materially different than those used for Category 1. The following actions may be considered.

- ☐ Some normal administrative processes may be suspended or at least given a lower priority. Consideration could be given to assigning some staff members to special projects that will facilitate the recovery.
- ☐ Similarly, there may be merit in making some temporary assignments to reduce the impact of the disaster on Members.
- ☐ There should be a process to regularly evaluate how well the backup processes are working and to determine if changes need to be made.
- ☐ There will be a need to keep some groups regularly notified of the progress being made to restore operations.

CATEGORY 3 CHECKLIST

FOR USE WITH RECOVERY MORE THAN 15 DAY DISASTERS

IMPORTANT: Before continuing with this checklist, assure that the following items on the Emergency Response Checklist have been accomplished.

- PERSONAL SAFETY
- SAFEGUARDING ASSETS
- EVALUATE CIRCUMSTANCES
- NOTIFICATION

TEMPORARY MEASURES to RESTORE OPERATIONS

IMPORTANT: The Category 1 Checklist sets forth the highest priority actions to restore critical operations. Those actions should be implemented before proceeding with the actions outlined below. The Category 2 Checklist should also be reviewed and applicable items implemented prior to proceeding with this checklist.

Initial Considerations

After actions to restore critical functions have been implemented, the following items should be reviewed and plans outlined. They may be performed concurrently with implementation of Category 2 actions.

If new equipment needs to be purchased to replace equipment destroyed in the disaster, it should be ordered as soon as possible. See the purchasing guidelines set forth in the Category 1 instructions.

- ☐ A search should begin for a suitable Temporary Location to re-establish an office arrangement so that operations can be normalized.
- ☐ An order should be placed for phone/data lines needed at the Temporary Location.
- ☐ Arrangements should be made with technical consultants so that they will be available to assist with getting the equipment configured at the Temporary Location.
- ☐ A search should begin for temporary desks, chairs, tables, phones, fax machines, copiers, etc necessary to operate at the Temporary Location. (Folding tables may be used to temporarily set up computers and other equipment while permanent furniture is purchased.) Consider the probable length of time at the Temporary

Location before having new, permanent furniture delivered to that location only to have it moved again to a new permanent location.

Notes on Temporary Location:

1. The Board of Trustees has delegated to the Temporary Manager in Charge authority to enter into a lease agreement up to six (6) months for a Temporary Location.
2. Determine if/when the South Jordan office will be available for re-occupancy. If the building was destroyed or will not be available within 60 days, provide a Notice of Termination to the landlord. (If the South Jordan building will be available for re-occupancy within 30 - 60 days, consider operating at the Category 2 backup locations. However, if it is clear that a new permanent office will be needed or if it will take more than 60 days before the South Jordan office will be ready to re-occupy, proceed immediately with selecting and setting up a Temporary Location.)
3. The building needs to have the capacity to be connected to acceptable telecommunications technologies. Adequate protection for UCIP assets and employees is critical.

WORK TOWARD BUSINESS AS USUAL

After Category 2 actions have been implemented, the following actions should be taken.

- ☐ **Maintain Category 2 Services** – It will be necessary to continue to provide services under the Category 2 plan until the Temporary Location can be prepared for use.
- ☐ **Begin Search for a Permanent Location** – If the South Jordan office building will not be available for occupancy within an acceptable time frame (and the lease has been or will be terminated), a search should begin to find a new permanent location. Relocation to a new permanent location requires approval of the Board of Trustees.

Utah Counties Insurance Pool

Subjective Credits Worksheet

Member: _____ Underwriter: _____ Date: _____

General Liability

Facility Maintenance

-10% to +10%

Policies and Procedures

Written Policies and Procedures are approved by County Board.

Policies and Procedures meet UCIP Best Practices.

Training

Policies are reviewed with employees annually.

Attendance at UCIP Training.

Documentation

Work Orders are developed and retained.

Written Agreements retained for all third party use of facilities

Road Maintenance

-10% to +10%

Policies and Procedures

Written Policies and Procedures are approved by County Board.

Policies are reviewed annually by Department Head and Board.

Policies and Procedures meet UCIP Best Practices.

Training

Supervisors are trained on Policies annually.

Attendance at UCIP Training.

Documentation

Work Orders on public complaints are developed and retained.

Inspection Program is documented in writing.

Parks & Recreation Operations

-10% to +10%

Policies and Procedures

Written Policies and Procedures are approved by County Board.

Policies and Procedures meet UCIP Best Practices.

Training

Policies are reviewed with employees annually.

Attendance at UCIP Training.

Documentation

Work Orders on public complaints are developed and retained.

Inspection Program is documented in writing.

Total Credit/Debit _____

Debits assigned when members efforts do not meet the average. Credits assigned when member's efforts exceed UCIP recommendations. Provide notes for all which exceed +/- 5%. Maximum +/- 10% for Line of Business.

Utah Counties Insurance Pool

2010 Subjective Credits Worksheet

Member: _____ Underwriter: _____ Date: _____

Public Officials Liability

Personnel -10% to +10%

Policies and Procedures

Written Policies and Procedures are approved by County Board. _____

Policies are reviewed annually by Department Head and Board. _____

Policies and Procedures meet UCIP Best Practices. _____

Training

Supervisors are trained on Policies annually. _____

Policies are reviewed with employees annually. _____

Attendance at UCIP Training. _____

Use of UCIP Personnel Hotline and Staff. _____

Documentation

Performance Appraisals are documented annually. _____

Violations of policies are documented and follow policy & procedure. _____

Planning & Zoning -10% to +10%

Policies and Procedures

Written Policies and Procedures are approved by County Board. _____

Policies are reviewed annually by County Attorney and Board. _____

Policies and Procedures meet UCIP Best Practices. _____

County Attorney attends P&Z meetings. _____

Training

P&Z Commission receives training annually. _____

Board receives training annually. _____

Attendance at UCIP Training. _____

Use of UCIP Land Use Hotline and Staff. _____

Documentation

P&Z meetings recorded & minutes are complete. _____

Reasons for P&Z decisions well documented. _____

Total Credit/Debit _____

Debits assigned when members efforts do not meet the average. Credits assigned when member's efforts exceed UCIP recommendations. Provide notes for all which exceed +/- 5%. Maximum +/- 10% for Line of Business.

Utah Counties Insurance Pool

Subjective Credits Worksheet

Member: _____ Underwriter: _____ Date: _____

Law Enforcement Liability

Enforcement Operations

-10% to +10%

Policies and Procedures

Written Policies and Procedures are approved by County Board.

Policies are reviewed annually by Sheriff and Board.

Policies and Procedures meet UCIP Best Practices.

Training

Officers are trained on Policies annually.

Documentation

Violations of policies are documented and follow policy & procedure.

Jail Operations

-10% to +10%

Policies and Procedures

Written Policies and Procedures are approved by County Board.

Policies are reviewed annually by Sheriff and Board.

Policies and Procedures meet UCIP Best Practices.

Training

Officers are trained on Policies annually.

Documentation

Violations of policies are documented and follow policy & procedure.

Total Credit/Debit

Debits assigned when members efforts do not meet the average. Credits assigned when member's efforts exceed UCIP recommendations. Provide notes for all which exceed +/- 5%. Maximum +/- 10% for Line of Business.

Utah Counties Insurance Pool

2010 Subjective Credits Worksheet

Member: _____ Underwriter: _____ Date: _____

Auto Liability

Fleet Operation -10% to +10%

Policies and Procedures

Written Policies and Procedures are approved by County Board. _____

Policies are reviewed annually by Department Heads and Board. _____

Policies and Procedures meet UCIP Best Practices. _____

Training

Supervisors are trained on Policies annually. _____

Policies are reviewed with employees annually. _____

Attendance at UCIP Training. _____

Documentation

Use of vehicles are documented in writing. _____

Violations of policies are documented and follow policy & procedure. _____

Other Autos -10% to +10%

Policies and Procedures

Written Policies and Procedures are approved by County Board. _____

Policies are reviewed annually by Department Heads and Board. _____

Policies and Procedures meet UCIP Best Practices. _____

Training

Supervisors are trained on Policies annually. _____

Employees receive training on Policies annually. _____

Attendance at UCIP Training. _____

Documentation

Training is documented in writing _____

Violations of policies are documented and follow policy & procedure. _____

Total Credit/Debit _____

Debits assigned when members efforts do not meet the average. Credits assigned when member's efforts exceed UCIP recommendations. Provide notes for all which exceed +/- 5%. Maximum +/- 10% for Line of Business.

UTAH COUNTIES INSURANCE POOL

Experience Rating Worksheet

General Liability

Member:

Underwriter:

Date:

Reserved Loss & ALAE

	<u>Loss</u>	<u>Defense</u>	<u>Expense</u>	<u>Total Inc.</u>
2008				0
2007				0
2006				0
2005				0
2004				0

Ultimate Loss & ALAE

	<u>Loss</u>	<u>Defense</u>	<u>Expense</u>	<u>Total Inc.</u>	<u>IBNR Factor</u>
2008	0	0	0	0	3.237
2007	0	0	0	0	1.904
2006	0	0	0	0	1.36
2005	0	0	0	0	1.088
2004	0	0	0	0	1.056

Premium & Expense

	<u>Premium</u>	<u>Expense</u>
2008		
2007		
2006		
2005		
2004		

Reserved Loss Ratios

<u>Loss Only</u>	<u>Loss & ALAE</u>	<u>Combined</u>
2 Year: #DIV/0!	2 Year: #DIV/0!	2 Year: #DIV/0!
3 Year: #DIV/0!	3 Year: #DIV/0!	3 Year: #DIV/0!
5 Year: #DIV/0!	5 Year: #DIV/0!	5 Year: #DIV/0!

Ultimate Loss Ratios

<u>Loss Only</u>	<u>Loss & ALAE</u>	<u>Combined</u>
2 Year: #DIV/0!	2 Year: #DIV/0!	2 Year: #DIV/0!
3 Year: #DIV/0!	3 Year: #DIV/0!	3 Year: #DIV/0!
5 Year: #DIV/0!	5 Year: #DIV/0!	5 Year: #DIV/0!

Experience Credit/Debit: _____

Actuarial targeted Loss Ratio is 60%. Credits are assigned for Loss Ratios below 50%, or Combined Ratio below 80%. Debits are assigned for Loss Ratio above 70%, or Combined Ratio above 100%.

UTAH COUNTIES INSURANCE POOL 2008 Workers Compensation Payroll Audit

Summary Report

	Payroll				Premium				Board Adjustment			
	Estimated	Audited	\$ Difference	% Difference	Deposit	Audited	\$ Difference	% Difference	Deposit Adjustment	Audit Adjustment	Premium	Charge (Return)
Cache	10,133,741	10,515,944	382,203	3.8%	150,450	179,395	28,945	19.2%	84.9%	84.9%	152,259	1,808
Carbon	6,960,065	7,297,557	337,492	4.8%	154,364	115,150	(39,214)	-25.4%	128.8%	128.8%	148,274	(6,090)
Daggett	1,960,123	1,937,560	(22,563)	-1.2%	33,991	26,032	(7,959)	-23.4%	126.3%	126.3%	32,870	(1,121)
Duchesne	5,155,445	5,511,149	355,704	6.9%	80,063	62,323	(17,740)	-22.2%	197.3%	128.5%	80,063	0
Garfield	2,573,521	2,299,363	(274,158)	-10.7%	41,583	33,808	(7,774)	-18.7%	117.2%	117.2%	39,626	(1,957)
Grand	4,130,110	3,582,532	(547,578)	-13.3%	51,619	38,019	(13,600)	-26.3%	98.4%	135.8%	51,619	0
Iron	8,347,712	9,383,343	1,035,631	12.4%	114,484	141,049	26,565	23.2%	93.3%	93.3%	131,637	17,153
Juab	2,673,450	2,798,984	125,534	4.7%	34,786	35,239	452	1.3%	101.8%	100.0%	35,239	452
Kane	2,335,000	2,351,114	16,114	0.7%	40,139	23,981	(16,159)	-40.3%	127.6%	127.6%	30,595	(9,544)
Millard	6,640,927	6,640,927	0	0.0%	119,078	86,689	(32,389)	-27.2%	137.4%	137.4%	119,078	0
Morgan	1,996,071	2,324,955	328,884	16.5%	30,292	32,434	2,142	7.1%	100.3%	100.0%	32,434	2,142
Piute	521,266	771,079	249,813	47.9%	8,684	10,969	2,285	26.3%	150.2%	100.0%	10,969	2,285
Rich	1,014,574	957,350	(57,224)	-5.6%	15,188	19,668	4,480	29.5%	66.9%	77.2%	15,188	0
San Juan	4,878,140	5,257,258	379,118	7.8%	80,924	69,284	(11,640)	-14.4%	124.4%	124.4%	86,219	5,295
Sanpete	2,410,218	2,749,090	338,872	14.1%	36,320	29,577	(6,743)	-18.6%	128.6%	128.6%	38,024	1,705
Sevier	3,832,197	4,945,043	1,112,846	29.0%	41,644	79,968	38,323	92.0%	71.4%	71.4%	57,076	15,432
Summit	13,765,350	15,493,396	1,728,046	12.6%	122,970	159,091	36,121	29.4%	87.8%	87.8%	139,636	16,666
Tooele	11,495,792	14,567,272	3,071,480	26.7%	145,971	167,724	21,753	14.9%	113.8%	100.0%	167,724	21,753
Uintah	9,844,327	10,727,295	882,968	9.0%	153,772	165,164	11,392	7.4%	102.1%	100.0%	165,164	11,392
Utah	33,733,564	47,703,158	13,969,594	41.4%	276,290	477,076	200,786	72.7%	83.0%	83.0%	395,972	119,682
Wasatch	5,946,111	9,715,605	3,769,494	63.4%	123,667	122,009	(1,658)	-1.3%	179.7%	101.4%	123,667	0
Washington	15,600,439	18,273,139	2,672,700	17.1%	125,336	154,825	29,488	23.5%	92.4%	92.4%	143,033	17,696
Wayne	745,000	895,420	150,420	20.2%	8,906	10,556	1,650	18.5%	77.3%	84.4%	8,906	0
Weber	23,263,147	34,618,660	11,355,513	48.8%	455,498	364,071	(91,427)	-20.1%	184.0%	125.1%	455,498	0
UCIP	549,043	566,302	17,259	3.1%	575	832	257	44.8%	71.2%	71.2%	593	18
Wasatch Mental Health	11,192,544	12,000,375	807,831	7.2%	62,506	284,058	221,551	354.4%	71.5%	71.5%	203,141	140,634
Bear River Health	3,480,000	3,796,993	316,993	9.1%	31,759	55,001	23,242	73.2%	85.7%	85.7%	47,109	15,350
Total	195,177,877	237,680,863	42,502,986	21.8%	2,540,861	2,943,992	403,131	15.9%	98.9%		2,911,612	370,751
Actuarial Estimated Premium at Expected Level					2,600,117				-59,256	343,875		311,495



Utah Counties Insurance Pool
Supporting Your Goals Since 1992

MEMORANDUM

To: UCIP Board of Trustees

From: Johnnie Miller

Date: March 24, 2009

Re: Utah Safety Council Membership Program

The Utah Safety Council, a Chapter of the National Safety Council, is a membership based non-profit organization whose mission is to "promote safety and health by providing education, service and products". Information on the education opportunities, services and products provided by the Council are included in your packet. It is believed that membership with the Council will help our members reduce both frequency and severity of their workers compensation risk.

Standard annual membership dues are \$200 for employers with less than 100 employees, and \$300 for employers with more than 100 employees.

Currently Eight UCIP county entities are members:

- Cache County Road Dept.
- Carbon County
- Emery County
- Iron County
- San Juan County
- Sevier County
- Sevier County EMS
- Uintah County
- Washington County Sheriff/EMS

Total dues for these members are approximately \$1,800. UCIP would pay one flat charge of \$5,500, or \$184 per county, for all 22 members of the workers compensation program. UCIP would pay initial dues based on staggered membership renewal dates.

Each county would be considered an individual member of the Safety Council, with all the rights and privileges of membership. Membership includes 1 contact for mailings at each county. If specific departments within a county wanted to receive direct mailing, the county would pay a minimal fee to add the extra mailing address. The number of contacts who receive email alerts and information is unlimited at no extra charge.

Utah Safety Council will also provide reduced price training on-site at UCIP or a member county based on size of the group, and topic of training.

Utah Counties Insurance Pool Payments

February 20 - March 26, 2009

Type	Date	Num	Name	Memo	Split	Amount
WF-Expense						
Paycheck	2/27/2009		Johnnie R. Miller	Direct Deposit	-SPLIT-	0.00
Paycheck	2/27/2009		Kathy H. Stone	Direct Deposit	-SPLIT-	0.00
Paycheck	2/27/2009		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	2/27/2009		Lisa O. Brown	Direct Deposit	-SPLIT-	0.00
Paycheck	2/27/2009		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Paycheck	2/27/2009		Shaney M. Kelleher	Direct Deposit	-SPLIT-	0.00
Paycheck	2/27/2009		Sonya J. White	Direct Deposit	-SPLIT-	0.00
Paycheck	2/26/2009		Susan E. Gonce	Direct Deposit	-SPLIT-	-15,734.09
Liability Check	2/26/2009		QuickBooks Payroll Service	Created by Payroll Services on 02/24/2009	-SPLIT-	0.00
Paycheck	3/13/2009		Johnnie R. Miller	Direct Deposit	-SPLIT-	0.00
Paycheck	3/13/2009		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	3/13/2009		Lisa O. Brown	Direct Deposit	-SPLIT-	0.00
Paycheck	3/13/2009		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Paycheck	3/13/2009		Shaney M. Kelleher	Direct Deposit	-SPLIT-	0.00
Paycheck	3/13/2009		Sonya J. White	Direct Deposit	-SPLIT-	0.00
Paycheck	3/13/2009		Susan E. Gonce	Direct Deposit	-SPLIT-	0.00
Liability Check	3/12/2009		QuickBooks Payroll Service	Created by Payroll Services on 03/09/2009	-SPLIT-	-14,294.49
Liability Check	2/27/2009	ONLINE	Utah Retirement Systems	Unit No: 864 (FEB 2009)	-SPLIT-	-6,978.91
Liability Check	2/27/2009	ONLINE	Utah State Tax Commission	EFT ACKNOWLEDGEMENT NUMBER: 270945800330...	-SPLIT-	-6,530.56
Liability Check	2/27/2009	ONLINE	Nationwide Retirement Solutions	Transaction Number: WT09K2R00009	-SPLIT-	-2,089.65
Liability Check	3/13/2009	ONLINE	United States Treasury	Entity: 644013	-SPLIT-	-2,115.34
Check	2/25/2009	VISA	Wells Fargo	EFT ACKNOWLEDGEMENT NUMBER: 270947200906...	-SPLIT-	-5,668.58
Check	2/25/2009	VISA	Wells Fargo	Account Number: 4856 2002 0869 3567	-SPLIT-	-730.45
Check	2/25/2009	VISA	Wells Fargo	Account Number: 4856 2002 0633 9635	-SPLIT-	-99.53
Check	3/26/2009	VISA	Wells Fargo	Account Number: 4856 2002 0646 9796	-SPLIT-	-599.77
Check	3/26/2009	VISA	Wells Fargo	Account Number: 4856 2002 0633 9635	-SPLIT-	-240.37
Check	3/26/2009	VISA	Wells Fargo	Account Number: 4856 2002 0633 9635	-SPLIT-	-757.11
Check	2/20/2009	VISA	Wells Fargo	Account Number: 4856 2002 0869 3567	-SPLIT-	-1,103.22
Check	2/20/2009	VISA	Zayda Internet	Account Number: 4856 2002 0646 9796	-SPLIT-	-240.00
Check	2/20/2009	4961	Purchase Power	Invoice Number: 1025	-SPLIT-	-500.97
Check	2/20/2009	4962	County Reinsurance, Limited	Customer ID: 19821793866	-SPLIT-	-699,605.00
Check	2/20/2009	4963	Verizon Wireless	2009 Liability	-SPLIT-	-152.21
Check	2/20/2009	4964	Print2day	Invoice Number: 0731580311	-SPLIT-	-352.52
Check	2/20/2009	4965	Utah PRIMA Chapter	Invoice No. 940046	-SPLIT-	-80.00
Check	2/20/2009	4966	Les Olson Company	Annual Chapter Dues	-SPLIT-	-823.94
Check	2/20/2009	4967	Korby M. Siggard	Invoice Number: 1032297-IN	-SPLIT-	-67.71
Check	2/20/2009	4968	Arthur J. Gallagher & Co.	Expense Reimbursement	-SPLIT-	-100.00
Check	2/20/2009	4969	Arthur J. Gallagher & Co.	Invoice Number: 85829	-SPLIT-	-4,386.00
Check	2/20/2009	4970	Arthur J. Gallagher & Co.	Invoice Number: 85694	-SPLIT-	-146.24
Check	2/20/2009	4971	Qwest	Account Number: 801-565-8500 170B	-SPLIT-	-442.50
Check	2/20/2009	4972	Utah Safety Council	Invoice Number: 08212	-SPLIT-	-2,177.50
Check	2/20/2009	4973	Mergenthaier Transfer & Storage	Invoice Number: SLC-863-8/1	-SPLIT-	-64.45
Check	2/20/2009	4974	Positive Incentives	Invoice Number: 86395	-SPLIT-	-105.76
Check	2/20/2009	4975	Shaney M. Kelleher	Expense Reimbursement	-SPLIT-	-350.00
Check	2/20/2009	4976	Revco Leasing Company, LLC	Invoice Number: 198992	-SPLIT-	-435.00
Check	2/20/2009	4977	Revco Leasing Company, Inc.	Invoice Number: 145167	-SPLIT-	-3,748.81
Check	2/20/2009	4978	Tri-Tel Communications, Inc.	Invoice Number: 145224	-SPLIT-	-581.21
Check	2/20/2009	4979	Office Depot	Account Number: 35538769	-SPLIT-	-7,981.60
Liability Check	2/20/2009	4980	Public Employees Health Program	Policy Number 1076 (JAN)	-SPLIT-	-101.87
Liability Check	2/20/2009	4981	Opticare of Utah	January	-SPLIT-	-90.14
Liability Check	2/20/2009	4982	Opticare of Utah	January	-SPLIT-	-372.95
Check	2/20/2009	4983	Johnnie R. Miller	Expense Reimbursement	-SPLIT-	-350.00
Check	2/20/2009	4984	Revco Leasing Company, LLC	Invoice Number: 201288	-SPLIT-	

Utah Counties Insurance Pool

Payments

February 20 - March 26, 2009

Type	Date	Num	Name	Memo	Split	Amount
Check	2/25/2009	4985	FCP Holdings, LLC	Invoice Numbers: 463, 464	-SPLIT-	-5,894.43
Check	2/25/2009	4986	FCP Holdings, LLC	Invoice Numbers: 475, 476	-SPLIT-	-5,894.43
Check	2/25/2009	4987	Lisa O. Brown	Mileage Reimbursement	Staff Expenses ML	-4.13
Check	2/25/2009	4988	JB Design	Invoice: 165	Building Related Payables	-175.00
Liability Check	2/25/2009	4989	Guardian	Group ID: 444718 (January)	-SPLIT-	-747.27
Liability Check	2/25/2009	4990	Sirius Consulting Group, LLC	Invoice: January (UCIP 1076)	-SPLIT-	-691.28
Check	2/27/2009	4991	PEHP-LTD	Coverage Period: February 2009	-SPLIT-	-279.07
Check	2/27/2009	4992	James Eardley	Mileage Reimbursement	-SPLIT-	-330.00
Check	2/27/2009	4993	Bruce Adams	Mileage Reimbursement	-SPLIT-	-330.00
Check	2/27/2009	4994	Gerald Hess	Mileage Reimbursement	-SPLIT-	-35.20
Check	2/27/2009	4995	Kay Blackwell	Mileage Reimbursement	-SPLIT-	-209.00
Check	2/27/2009	4996	Steven Wall	Mileage Reimbursement	-SPLIT-	-161.70
Check	2/27/2009	4997	Steve White	Mileage Reimbursement	-SPLIT-	-33.55
Check	2/27/2009	4998	Wayne Smith	Mileage Reimbursement	-SPLIT-	-264.00
Check	2/27/2009	4999	LaMar Guymon	Mileage Reimbursement	-SPLIT-	-148.50
Check	2/27/2009	5000	Kent Sundberg	Mileage Reimbursement	-SPLIT-	-44.00
Check	2/27/2009	5001	Ken Bischoff	Mileage Reimbursement	-SPLIT-	-49.50
Check	2/27/2009	5002	Jerry Hurst	Mileage Reimbursement	-SPLIT-	-54.45
Check	2/27/2009	5003	Verizon Wireless	Invoice Number: 0736120311	-SPLIT-	-80.44
Check	2/27/2009	5004	Henriksen/Butler	Invoice Number: 106631	Building Related Payables	-50,487.71
Check	2/27/2009	5005	LexisNexis Matthew Bender	Account Number: 0099007508	-SPLIT-	-346.50
Check	2/27/2009	5006	DRI	ID Number: 262898	-SPLIT-	-225.00
Liability Check	2/27/2009	5007	Guardian	Group ID: 444718 (February)	-SPLIT-	-661.22
Liability Check	2/27/2009	5008	Sirius Consulting Group, LLC	Invoice: February (UCIP 1076)	-SPLIT-	-612.13
Liability Check	3/2/2009	5009	Guardian	Group ID: 444718 (March)	-SPLIT-	-602.35
Liability Check	3/2/2009	5010	Sirius Consulting Group, LLC	Invoice: March (UCIP 1076)	-SPLIT-	-581.83
Paycheck	2/27/2009	5011	Kathy H. Stone	Mileage Reimbursement	-SPLIT-	-1,569.37
Check	2/25/2009	5012	Kathy H. Stone	Quote Number: 203332	Staff Expenses WC	-36.78
Check	3/17/2009	5013	Why'd	Invoice Number: 3-2009	Building Related Payables	-1,744.25
Check	3/19/2009	5014	Western AgCredit	VOID: Invoice Number: 7384570	-SPLIT-	-5,916.00
Check	3/19/2009	5015	Paetec	VOID: Invoice Number: 7629237	-SPLIT-	0.00
Check	3/19/2009	5016	Paetec	VOID: Invoice Number: 7891189	-SPLIT-	0.00
Check	3/19/2009	5017	Paetec	Invoice Number: 7384570	-SPLIT-	-805.14
Check	3/19/2009	5018	Paetec	Invoice Number: 7629237	-SPLIT-	-752.42
Check	3/19/2009	5019	Paetec	Invoice Number: 7891189	-SPLIT-	-762.51
Check	3/19/2009	5020	Paetec	Policy Number 1076 (FEB)	-SPLIT-	-7,068.30
Liability Check	3/25/2009	5021	Public Employees Health Program	Invoice Number: 58327	1099-Nonemployee Com...	-1,132.04
Check	3/26/2009	5022	Christensen & Jensen	Invoice Number: 204662	-SPLIT-	-350.00
Check	3/26/2009	5023	Revco Leasing Company, LLC	March Benefits	-SPLIT-	-82.11
Liability Check	3/26/2009	5024	Opticare of Utah	Customer ID: 19821793866	-SPLIT-	-441.35
Check	3/26/2009	5025	Purchase Power	Invoice Number: 465271799-001	-SPLIT-	-46.68
Check	3/26/2009	5026	Office Depot	Invoice Number: 466481017-001	-SPLIT-	-87.93
Check	3/26/2009	5027	Office Depot	Invoice Number: 468303483-001	-SPLIT-	-103.21
Check	3/26/2009	5028	Office Depot	Invoice Number: 86410	-SPLIT-	-263.50
Check	3/26/2009	5029	Positive Incentives	Invoice Number: 34940	-SPLIT-	-1,663.85
Check	3/26/2009	5030	Larson & Rosenberger	Invoice Number: 0740584792	-SPLIT-	-35.03
Check	3/26/2009	5031	Verizon Wireless	Invoice Number: 86010	-SPLIT-	-3,421.00
Check	3/26/2009	5032	Arthur J. Gallagher & Co.	Invoice Number: 106970	Building Related Payables	-1,814.82
Check	3/26/2009	5033	Henriksen/Butler	Invoice Number: 1040803-IN	-SPLIT-	-153.90
Check	3/26/2009	5034	Les Olson Company	Invoice Number: 489760	-SPLIT-	-39.00
Check	3/26/2009	5035	Schwaab, Inc.	Coverage Period: March 2009	-SPLIT-	-251.33
Check	3/26/2009	5036	PEHP-LTD			

Utah Counties Insurance Pool

Payments

February 20 - March 26, 2009

Type	Date	Num	Name	Memo	Split	Amount
Total WF-Expense						
WF-Work Comp Expense						
Check	2/20/2009	230	Mountain View Software	Invoice Number: 13723	Information Technology ...	-210.00
Check	3/26/2009	231	Utah State Tax Commission	FEIN: 870495792	Self-Insurer's Tax WC	-94,339.00
Check	3/26/2009	232	ISO Services, Inc.	Invoice Number: IS00031115	Information Technology ...	-78.50
Check	3/26/2009	233	ISO Services, Inc.	Invoice Number: IS00031715	Information Technology ...	-109.90
Check	3/26/2009	234	Mountain View Software	Invoice Number: 13732	Information Technology ...	-234.00
Check	3/26/2009	235	County Reinsurance, Limited	2009 Workers' Compensation Reinsurance	Reinsurance WC	-408,488.00
Total WF-Work Comp Expense						-503,459.40
TOTAL						-1,381,131.06

PTIF News

Richard K. Ellis
State Treasurer

Volume I, Issue I

February I, 2009

Special points of interest:

- The PTIF has strong liquidity
- Economic conditions are driving bond prices down
- GASB Fair Value Factor reflects current market impacts

Welcome

2008 will always be a memorable year. More memorable than the experience of campaigning will be the financial turmoil experienced in the U.S. economy and the rest of the world. We are living through an historic event.

Everyone is beginning to see and feel the impacts of the recession as unemployment rates rise and home prices fall. We've seen wild swings in the prices of crude oil and other commodity as they have peaked and plunged within the same year. Most notable is that our

retirement savings have lost value.

Everyday we read headlines naming companies most people never expected to face financial distress: Bear Stearns, Lehman Brothers, AIG and General Motors to name a few. Large banks and mortgage companies have been taken over by other banks hoping to mediate the impact on the economy. The question asked by all is when will it end?

We've put together this newsletter to help you understand what it

means to your investment in the Public Treasurers Investment Fund (PTIF). We hope this clarifies any questions or concerns you may have.

We appreciate your support and confidence by letting us manage your investments. As always, feel free to contact the office with any questions or concerns you may have.



Richard K. Ellis
State Treasurer

Inside this issue:

<i>PTIF Portfolio Review</i>	2
<i>GASB Implications and Factor</i>	3
<i>Market Update (cont.)</i>	3
<i>What's the latest with the PTIF?</i>	4

Market Update: What's Happening

For nearly 18 months, the credit markets have been in disarray. What started as a "sub-prime debacle" which was considered "contained" in August 2007, has now spread across the globe.

Access to capital in the form of commercial paper or other short-term debt instruments to fund daily business operations has dried up. Liquidity is king

now as investors hold on to cash unsure of the credit worthiness of companies and needing to fund expenditures such as payroll and other obligations.

Traditionally, the PTIF has purchased newly issued one and two year notes in block sizes of \$50 million or more. Today, those corporations able to sale new bonds are issu-

ing 10 to 30 years bonds—longer than allowed by the Money Management Act.

Broker/dealers are no longer willing to risk their capital by maintaining an inventory of secondary market securities for resale. Before the crisis, dealers would send a list of securities they had available for resell to (continued on page 3)

PTIF Portfolio Review

The PTIF was established to provide a safe, liquid, competitive investment alternative for local government entities. It has been able to pay a competitive yield by purchasing securities up to two years in maturity and using high grade corporate debt.

Over the past few months, we have worked hard to increase our daily liquidity. We now carry more than \$1.0 billion of overnight liquidity to insure we have adequate cash to meet the demands of PTIF participants. In October, when the markets were completely frozen, we discussed the need to possibly restrict withdrawals from the pool. That is no longer a concern. However, advance notice for large withdrawals is always appreciated.

The portfolio is not actively traded to try and take positions that might enhance yield. Investments are purchased with the intent to hold them until they mature.

A second objective is to match current market interest rates. This has been accomplished by purchasing variable rate medium term notes. These notes trade at a spread to an index such as LIBOR or Fed Funds.

In other words, the index is the base rate and the issuer pays an additional percentage in excess of the base rate. This is known as the spread. The spread remains constant but the index changes to reflect differences in interest rate levels. The rate is readjusted on a set schedule such as quarterly or monthly.

If only fixed rate securities were purchased, the interest rate paid would significantly lag the change in prevailing market interest rates. To minimize this lag, variable rate securities are used which reset periodically to reflect changes in interest rates.

For the past 18 months, we have experienced unprecedented disruptions in the credit markets, sometimes even a total freeze in market activity. The results have been twofold: 1) the markets are very illiquid; and 2) the spreads on variable rate securities have widened. The lack of liquidity is discussed in the "Market Update" portion of this newsletter.

Credit spreads have created other challenges. As an example of what we have seen lately, let's look at

Toyota Motor Corporation. Historically, we would purchase a new issue of Toyota at the LIBOR index plus two or three basis points. In the past few months, we have had opportunities to purchase the same security at LIBOR plus 150 basis points, or nearly one and one half percent higher than it traditionally trades.

Portfolio Liquidity

Overnight	\$1,519,000,000
7 Days	1,649,000,000
14 Days	1,778,500,000
30 Days	1,966,875,000
60 Days	2,905,340,000

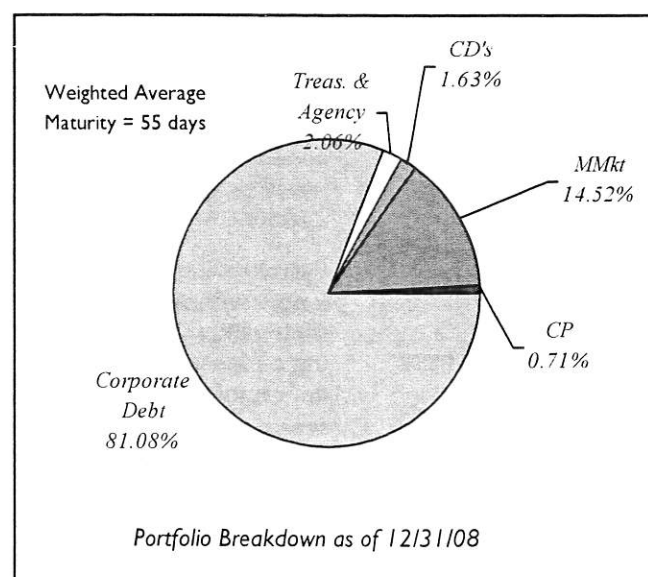
As of January 27, 2009

These wide spreads are the result of the lack of liquidity as sellers are forced to unload investments to meet liquidity needs, and investors demanding greater returns because of market uncertainties. Similar activity is seen with names like General Electric, IBM, Hewlett Packard and Walmart.

The downside to wide spreads is that the price of securities adjust as if interest rates had gone up. That is to say that the price drops as spreads widen. Securities purchased when spreads were much tighter are now priced as if interest rates have gone up, even though Fed Funds and LIBOR are at historically low levels.

The credit quality of the portfolio is stronger than ever. **We are not experiencing losses from having to liquidate securities in an illiquid market.**

Some participants have raised questions about how a loss is handled by the PTIF. By policy, realized losses and gains are included in the monthly rate that is paid by the PTIF. Extraordinarily large realized gains or losses, if any, are amortized over several months to smooth the PTIF's rate. Unrealized gains or losses resulting from the GASB Fair Value Factor are not included in returns or passed on to participants.



GASB Implications and Factor

The Governmental Accounting Standards Board (GASB) Statement No. 31 Accounting and Financial Reporting for Certain Investments and for External Investment Pools establishes accounting and financial reporting standards for all investments. The PTIF is considered an "external investment pool" for those entities that participate.

Each June 30 and December 31, the PTIF values its investments. As interest rate levels change over time, the value of securities held in the portfolio change also. The purpose of GASB Statement No. 31 is to reflect this change in value.

Fair value is defined as a financial instrument exchanged between

two willing parties, other than a forced or liquidation sale. GASB 31 assumes market quotes will be available. However, in today's illiquid markets reliable market quotes are not available.

"The key thing for participants to remember is that any change in fair value does not reflect a realized loss and is not passed on to participants."

conditions.

The PTIF does not pay participants for gains or deduct losses in fair market value resulting from changes in interest rates. However, GASB 31 does require the investing entity to reflect these unrealized gains or losses in its financial state-

ments. The result is a change in the value of the assets held on the balance sheet because of unrealized gains or losses. Overtime, these unrealized gains or losses should offset one another.

The key thing for participants to remember is that any change in fair value does not reflect a realized loss and is not passed on to participants. The PTIF continues to payout \$1.00 for every dollar invested.

GASB Fair Value Factor

December 31, 2008	.990980
June 30, 2008	.996952
December 31, 2007	.995095
June 30, 2007	.999798
December 31, 2006	1.000007
June 30, 2006	.999680

Market Update (continued)

investors. Our Investment Officer would review lists from several dealers on a daily basis and purchase the best securities offered. In today's market, dealers no longer send a list of securities offered. Instead, they try to match up sellers and buyers without carrying any inventory.

In other words, the markets are still very illiquid. Only highly rated bonds are trading, and even then at prices that do not reflect normal conditions. Sellers, desperate for liquidity, are forced to sell securities at losses to meet their liquidity requirements. These prices do not necessarily reflect normal market values.

As a result of these illiquid markets, the PTIF is purchasing select securities in the secondary market.

However, the block sizes are in the \$5 to \$20 million range rather than the \$50 million and up size that is normally purchased.

As credit concerns have increased, the spreads on variable rate notes have increased. The spread is the additional basis points added to an index such as the LIBOR or Fed Funds. Wider spreads have the same effect as an increase in interest rates—higher rates lead to lower prices. Wider spreads also lead to lower prices even though we have seen interest rates go lower and would expect prices to increase.

In this environment, it is difficult to sell securities to meet liquidity requirements without taking losses. Even a bond that matures within the next week for a company such as General Electric could not be sold at full price. It would be sold at a slight loss.

"Sellers, desperate for liquidity, are forced to sell securities at losses to meet their liquidity requirements."

The PTIF does not have any liquidity concerns. For GASB 31 purposes, some securities reflect a loss compared to book value. We continue to focus on purchasing the highest quality securities available at attractive prices as sellers are scrambling to meet their liquidity requirements.

**RICHARD K. ELLIS
STATE TREASURER**

PO Box 142315
350 N State Street, Ste C180
Salt Lake City, UT 84114-2315

Phone: 801-538-1042
Toll free: 800-395-7665
Fax: 801-538-1465

UTAH COUNTIES INSURANCE POOL
SONYA WHITE
PO BOX 760
MIDVALE, UT 84047-0760

Presorted
Standard
U.S. Postage
PAID
Salt Lake City, UT
Permit No. 4621

LAXDSP1 84047



What's the latest with the PTIF?

- ***Are there any restrictions on withdrawals from the PTIF?***

No. In October 2008, the credit markets literally froze and we were concerned about maintaining adequate liquidity in the PTIF to meet the needs of all participants. While the markets are still illiquid, we have amassed over \$1.0 billion of overnight liquidity to insure we can meet your requirements.

- ***Can I get my statements electronically rather than having them mailed?***

With the new IPAS system we are able to flag your account so that you do not receive a mailed copy of your monthly statement. Instead, you are able to print your own statement around the 3rd or 4th business day of the month. We encourage partici-

pants to use this option to help us reduce printing and mailing costs in the face of budget cuts. You can easily do this by completing the form found at treasury.utah.gov/investmentfund.html. Be sure to check the box opting out of receiving paper statements.

- ***How do I get setup to use the IPAS internet system?***

Most existing users have been migrated to the new IPAS system. If your old login does not work, or you would like to get setup, call our office at (801) 538-1042, or toll free at 1-800-395-7665 and ask for Allen Rollo or Jason Nielsen. They can quickly get you setup so you can make deposits, withdrawals, and view and print statements yourself over the inter-

net.

- ***Can I get tax distributions from the state or county sent directly to my PTIF account?***

Rather than have tax distributions sent electronically to your bank account, or waiting for a warrant to arrive, we can have the funds directly deposited into your PTIF account. The new IPAS system will allow you to see these deposits as they are processed. This will allow you to keep your funds fully invested at all times. This eliminates having to send the funds to the PTIF to be invested and they can easily be sent to your bank account when needed. This simple change will help you maximize your investment earnings. Call now to make the change!



Utah Counties Insurance Pool
Supporting Your Goals Since 1992

Board of Trustees

Thursday, March 26, 2009
South Jordan, UT

UAC Sponsorship

- UAC requesting a “Royalty Fee” due to tax status. (\$10,000)
- Royalty Fee would provide exclusivity.
- UCIP would pay for sponsored events in addition to royalty fee.
- UAC would like to drop “Presentation Opportunities” from agreement.
- UAC wants to run the golf tournament.



Utah Counties Insurance Pool
Supporting Your Goals Since 1992

Disaster Recovery Plan

- Item on Auditor's Management Letter for 2006 and 2007 audits.
- Sets out procedure for continuation of operations after a disaster.
- Addresses human resources, IT and physical space needs after a disaster.

Premium Credit Program

- Credits would be applied during underwriting process.
- Credited items would include:
 - Written Policies and Procedures meeting best practices standards;
 - County training on policies & procedures;
 - Attendance at UCIP training sessions;
- Credits would be weighted by experience.



Utah Counties Insurance Pool
Supporting Your Needs Since 1992

Utah Counties Insurance Pool
Subjective Credits Worksheet

Member: _____ Underwriter: _____ Date: _____

General Liability

Facility Maintenance

Policies and Procedures

Written Policies and Procedures are approved by County Board.

Policies and Procedures meet UCIP Best Practices.

Training

Policies are reviewed with employees annually.

Attendance at UCIP Training.

Documentation

Work Orders are developed and retained.

Written Agreements retained for all third party use of facilities

Road Maintenance

Policies and Procedures

Written Policies and Procedures are approved by County Board.

Policies are reviewed annually by Department Head and Board.

Policies and Procedures meet UCIP Best Practices.

Training

Supervisors are trained on Policies annually.

Attendance at UCIP Training.

Documentation

Work Orders on public complaints are developed and retained.

Inspection Program is documented in writing.

Parks & Recreation Operations

Policies and Procedures

Written Policies and Procedures are approved by County Board.

Policies and Procedures meet UCIP Best Practices.

Training

Policies are reviewed with employees annually.

Attendance at UCIP Training.

Documentation

Work Orders on public complaints are developed and retained.

Inspection Program is documented in writing.

Total Credit/Debit

Debts assigned when members efforts do not meet the average. Credits assigned when member's efforts exceed UCIP recommendations. Provide notes for all which exceed +/- 5%. Maximum +/- 10% for Line of Business.

UTAH COUNTIES INSURANCE POOL Experience Rating Worksheet

General Liability

Member: Test County

Underwriter: JRM

Date: 3/24/2009

Reserved Loss & ALAE

	Loss	Expense	Total Inc.
2008	1,000	0	1,000
2007	40,000	90,000	130,000
2006	186,915	102,740	289,655
2005	41,765	8,603	50,369
2004	348,501	127,327	475,828

Ultimate Loss & ALAE

	Loss	Expense	Total Inc.	IBNR Factor
2008	3,237	0	3,237	3.237
2007	76,160	171,360	247,520	1.904
2006	254,204	139,726	393,930	1.36
2005	45,441	9,360	54,801	1.088
2004	368,017	134,458	502,475	1.056

Premium & Expense

	Premium	Expense
2008	293,502	58,700
2007	264,152	52,830
2006	237,737	47,547
2005	213,963	42,793
2004	192,567	38,513

Reserved Loss Ratios

	Loss Only	Loss & ALAE	Combined
2 Year:	7.4%	2 Year: 23.5%	2 Year: 43.5%
3 Year:	28.7%	3 Year: 52.9%	3 Year: 72.9%
5 Year:	51.4%	5 Year: 78.8%	5 Year: 98.8%

Ultimate Loss Ratios

	Loss Only	Loss & ALAE	Combined
2 Year:	14.2%	2 Year: 45.0%	2 Year: 65.0%
3 Year:	41.9%	3 Year: 81.1%	3 Year: 101.1%
5 Year:	62.2%	5 Year: 100.0%	5 Year: 120.0%

Experience Credit/Debit: _____

Actuarial targeted Loss Ratio is 60%. Credits are assigned for Loss Ratios below 50%, or Combined Ratio below 80%. Debits are assigned for Loss Ratio above 70%, or Combined Ratio above 100%.

W/C Payroll Audit

- Additional payroll = \$42,502,986 or 21.8%
- Additional premium = \$403,131
- Recommendation
 - Members that paid at or above base rate, and had less payroll than estimated would receive a return of premium based on base rate.
 - Members that paid a rate below the base rate would pay additional premium based on the actual rate charged.

UTAH COUNTIES INSURANCE POOL
2008 Workers Compensation Payroll Audit
Summary Report

	Payroll				Premium				Board Adjustment			
	Estimated	Audited	\$ Difference	% Difference	Deposit	Audited	\$ Difference	% Difference	Deposit Adjustment	Audit Adjustment	Adjusted Premium	Charge (Return)
Cache	10,133,741	10,515,944	382,203	3.8%	150,450	179,395	28,945	19.2%	84.9%	84.9%	152,259	1,808
Carbon	6,960,065	7,297,557	337,492	4.8%	154,364	115,150	(39,214)	-25.4%	128.8%	128.8%	148,274	(6,090)
Daggett	1,960,123	1,937,560	(22,563)	-1.2%	33,991	26,032	(7,959)	-23.4%	126.3%	126.3%	32,870	(1,121)
Duchesne	5,155,445	5,511,149	355,704	6.9%	80,063	62,323	(17,740)	-22.2%	197.3%	128.5%	80,063	0
Garfield	2,573,521	2,299,363	(274,158)	-10.7%	41,583	33,808	(7,774)	-18.7%	117.2%	117.2%	39,626	(1,957)
Grand	4,130,110	3,582,532	(547,578)	-13.3%	51,619	38,019	(13,600)	-26.3%	98.4%	135.8%	51,619	0
Iron	8,347,712	9,383,343	1,035,631	12.4%	114,484	141,049	26,565	23.2%	93.3%	93.3%	131,637	17,153
Juab	2,673,450	2,798,984	125,534	4.7%	34,786	35,239	452	1.3%	101.8%	100.0%	35,239	452
Kane	2,335,000	2,351,114	16,114	0.7%	40,139	23,981	(16,159)	-40.3%	127.6%	127.6%	30,595	(9,544)
Millard	6,640,927	6,640,927	0	0.0%	119,078	86,689	(32,389)	-27.2%	137.4%	137.4%	119,078	0
Morgan	1,996,071	2,324,955	328,884	16.5%	30,292	32,434	2,142	7.1%	100.3%	100.0%	32,434	2,142
Piute	521,266	771,079	249,813	47.9%	8,664	10,969	2,285	26.3%	150.2%	100.0%	10,969	2,285
Rich	1,014,574	957,350	(57,224)	-5.6%	15,188	19,668	4,480	29.5%	66.9%	77.2%	15,188	0
San Juan	4,878,140	5,257,258	379,118	7.8%	80,924	69,284	(11,640)	-14.4%	124.4%	124.4%	86,219	5,295
Sanpete	2,410,218	2,749,090	338,872	14.1%	36,320	29,577	(6,743)	-18.6%	128.6%	128.6%	38,024	1,705
Sevier	3,832,197	4,945,043	1,112,846	29.0%	41,644	79,968	38,323	92.0%	71.4%	71.4%	57,076	15,432
Summit	13,765,350	15,493,396	1,728,046	12.6%	122,970	159,091	36,121	29.4%	87.8%	87.8%	139,636	16,666
Tooele	11,495,792	14,567,272	3,071,480	26.7%	145,971	167,724	21,753	14.9%	113.8%	100.0%	167,724	21,753
Uintah	9,844,327	10,727,295	882,968	9.0%	153,772	165,164	11,392	7.4%	102.1%	100.0%	165,164	11,392
Utah	33,733,564	47,703,158	13,969,594	41.4%	276,290	477,076	200,786	72.7%	83.0%	83.0%	395,972	119,682
Wasatch	5,946,111	9,715,605	3,769,494	63.4%	123,667	122,009	(1,658)	-1.3%	179.7%	101.4%	123,667	0
Washington	15,600,439	18,273,139	2,672,700	17.1%	125,336	154,825	29,488	23.5%	92.4%	92.4%	143,033	17,696
Wayne	745,000	895,420	150,420	20.2%	8,906	10,556	1,650	18.5%	77.3%	84.4%	8,906	0
Weber	23,263,147	34,618,660	11,355,513	48.8%	455,498	364,071	(91,427)	-20.1%	184.0%	125.1%	455,498	0
UCIP	549,043	566,302	17,259	3.1%	575	832	257	44.8%	71.2%	71.2%	593	18
Wasatch Mental Health	11,192,544	12,000,375	807,831	7.2%	62,506	284,058	221,551	354.4%	71.5%	71.5%	203,141	140,634
Bear River Health	3,480,000	3,796,993	316,993	9.1%	31,759	55,001	23,242	73.2%	85.7%	85.7%	47,109	15,350
Total	195,177,877	237,680,863	42,502,986	21.8%	2,540,861	2,943,992	403,131	15.9%			2,911,612	370,751
Actuarial Estimated Premium at Expected Level					2,600,117				-59,256			
					343,875				311,495			

Safety Council Program

- Utah Safety Council has agreed to reduced pricing for all UCIP members.
- UCIP would pay one fee (\$4,050) to USC to secure membership for all WC program members.
- USC membership provides newsletters, video library access, reduced training fees, and reduced cost on safety products.
- USC membership should reduce WC claims.

Personnel Hotline

- Strong and Hanni law firm has agreed to set up a Personnel Hotline for UCIP liability members to call for assistance.
- Similar to Land Use Hotline, which has been very successful.
- No charge to UCIP or member for phone assistance.
- Member would engage Strong and Hanni if additional work is needed.
- Should reduce Employment Practices Liability Claims.

Staff Equipment Allowance

- Allowances paid to simplify tax issues.
- Currently paying allowance on vehicles and cell phones.
- Laptops still owned by UCIP.
 - Will need to have laptops “audited” by technician regularly to identify any personal use.
 - If personal use identified, value of laptop becomes taxable income to employee.

Land Use Lobbying

- Splitting lobbying fees of Jody Burnett with ULGIT and URMMA.
- All meetings and direction are provided by the League.
- No written agreement.
- No agenda or progress reports provided.
- No estimate or limit on fees. \$2,000 in 2009.

CEO Report

- Independent Audit
- 700 East Property
- Reinsurance Rates for 2010
- Rating Process for 2010
- Retreat Items
- Calendar

